



Company/Organization Name: VILLAGE OF ROUND LAKE BEACH

Location: 1937 N MUNICIPAL WAY, ROUND LAKE BEACH, IL

Position/Title: CODE COORDINATOR

Duties/Responsibilities: **DESCRIPTION**

The Code Coordinator oversees the administrative aspects of the Village's property maintenance programs which include: neighborhood patrols and inspections to promote code compliance; permitting programs for new construction and property improvement; and license/certification programs for rentals, businesses and vacant properties. Property maintenance activities are conducted by staff and contractors of various Village departments. The Code Coordinator provides a single staffing resource through which to filter information, scheduling and reporting.

EXAMPLES OF DUTIES

Essential functions include, but are not limited to the ability to successfully perform the following:

1. Program management for all code enforcement activities to insure well-functioning, effective and efficient programming
2. Represent the Village's interest in proceedings against non-compliant property owners, including coordination of legal notices and liens
3. Approval of licenses and certificates
4. Coordinate public meetings for citizens, landlords, and others as needed
5. Coordinate internal trainings for property maintenance staffing
6. Manage reporting and documentation
7. Track and coordinate neighborhood patrolling schedules and efforts
8. Coordinate with Director of Inspections to schedule and manage inspections
9. Handle complaints and inquiries from residents, businesses and landlords
10. Provide inspection services for back-up and quality control purposes
11. Supervision of one employee
12. Ability to conduct inspections and physically maneuver a typical construction site.

MINIMUM QUALIFICATIONS

1. Associate's Degree or higher in criminal justice, social work, law enforcement or other related areas of study.
2. 3 years of relevant and progressive experience in government, housing nonprofit and/or program management; or any of the listed fields of study above.
3. Proficient in technology and data management
4. Excellent interpersonal skills

5. Highly organized, detailed and analytical
6. Valid and clean Illinois driver's license
7. Negative drug and alcohol screening and background investigation post offer of employment

Salary Range: START: \$40,000 - \$45,000 ANNUAL

Application Instructions: PLEASE SUBMIT A RESUME AND 3 PROFESSIONAL REFERENCES TO
HR@RLBEACH.ORG

To Apply Online: WWW.VILLAGEOFROUNDLAKEBEACH.ORG